

TOWN OF ALLENSTOWN  
Select Board  
16 School Street  
Allenstown, New Hampshire 03275  
July 6, 2015

**Call to Order.**

The Allenstown Select Board Meeting for July 6, 2015 was called to order by Mr. Gryval at 6:00p.m.

**Roll Call.**

Present on the Board: Jeff Gryval and Kate Walker.

Excused: Jason Tardiff

**Others Present**

Residents of Allenstown:

Others Present:

Other Public Officials: Larry Anderson, Sewer Commission.

Allenstown Staff: Shaun Mulholland, Town Administrator; Paul Paquette, APD; Kathleen Rogers, Tax Collector; and Ron Pelissier, Road Agent.

**Citizens Comments: N/A**

**Discuss and consider appointing a member to the Tri-Town EMS Board of Directors.**

Mr. Mulholland stated they have an opening on the Tri-Town EMS Board of Directors for a member at large. He stated they have an applicant, Jennifer Abbott. He stated Ms. Abbot has a medical background and is not a member on any of the other boards. Ms. Abbott stated she has been a nurse for 10 years and has been a resident of Allenstown for 14 years.

The Chair asked Ms. Abbot if she has ever worked closely with an ambulance service before. Ms. Abbott stated she had not worked with an ambulance service before.

Motion. Mr. Gryval made a motion to appoint Jennifer Abbott to the Tri-Town EMS Board of Directors as the citizen at large effective today with appointment to end on December 31, 2015. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Ms. Walker – Yes. The Chair declared the Motion passed.

### **Hire applicant for Truck Driver/Laborer position at the Highway Department.**

Mr. Pelissier stated they have gone through the hiring process and they are ready to hire with the condition of the criminal records and motor vehicle records checks. He stated they would like to hire the applicant at the rate of \$15.43 for one year probation.

Motion. Ms. Walker made a motion to hire David Campbell as the truck driver/labor position at the Highway Department at the rate of \$15.43 for one year probation contingent upon the criminal record and background check come back positively. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Ms. Walker – Yes. The Chair declared the Motion passed.

### **Status of MS-4/Storm Water Project**

Mr. Pelissier stated they are looking at testing two outfalls ( Outfall 1 and 19) which will be done in August. He stated they have 99% of the mapping completed now.

### **Status of the SRTS Project and the Granite St./Chester Tpk. Intersection Project**

Mr. Pelissier stated part of the purchase order he has for the Select Board tonight is for the overlaying of the intersection. He explained the overlay would cover about 575 feet. He stated this will move the crown of the road off to the side. He stated after this Advanced Paving can do their final paving of the road.

Mr. Pelissier stated Mr. Mulholland has been looking for money and they feel he has the funds to finish the project. The Chair stated he thinks they are still going to be \$4,000 short. Mr. Pelissier stated they can put off the Ferry Street sidewalk project until next year and it is not a priority.

The Chair asked how they are doing with the camera on the lines and the sewer in the garage off of Reynolds Ave./Whitten St.. Mr. Pelissier stated they are doing pretty well with all of it. He stated they are going to camera the storm drain line behind the row of houses on Reynolds Ave.

He stated to find out about some of the engineering work. He stated it is going to be huge project to put the bypass around Ferry Street to Whitten Street around the garage.

Mr. Pelissier stated he had been asked about alternatives. He stated the best alternative would be to get out of the garage. He stated they probably don't need to get out of it but they should get out of it. He stated he thinks it could cost about \$70,000-100,000 but they are waiting on the engineers to find out the cost.

Mr. Pelissier stated if they can't afford to do the removal of the pipe in the garage then they could put two catch basins on Reynolds Ave. and change the structure on Whitten St. so they could tie into the pipe. He stated they have the material out in the shop.

The Chair asked if they should hold off on the purchase order for Granite Street until they find out what everything is going to cost and then figure out the priorities. Mr. Pelissier stated he would rather see this project go on the back burner than the River Road project. He stated they can also encumber funds for projects next year if they need to.

The Chair asked how soon they need an answer on paving. Mr. Pelissier stated they don't have to do anything right now but he believes they would be doing the painting for it. He stated the Highway Department can do the painting themselves and when it is paved correctly they can have it repainted. The Chair stated he thinks it is best to figure out what type of funds they have and determine what projects to do.

Ms. Walker stated he did get a phone call from a resident who is concerned the mismatch in the pavement and her tires getting cut. Mr. Pelissier stated they are supposed to bring up the pavement another inch and once it's done there won't be an issue. He stated they could patch in around where the sharp points are until the paving is done.

The Chair asked about the fence at the Fire Department. He asked if they could do a guard rail down there. Mr. Pelissier stated they could do it but it is expensive. He stated there are many options such as installing jersey barriers. Mr. Mulholland stated the Fire Chief should work with Mr. Pelissier to go over options and get quotes.

**Hire applicant for the Prosecutors position at the Police Department.**

Chief Paquette stated the applicant, Dorothy Walch, comes highly recommended and has nothing negative in her background at all. Ms. Walker asked if they have the applicant's package. Mr. Mulholland stated the Chief has the package and his job is to review the package. The Chair stated they would like to meet her and asked when she would be able to start. Chief Paquette stated Ms. Walsh would be available to start right away.

Motion. Mr. Gryval made a motion to hire Dorothy Walch as the new Allenstown Police Department Prosecutor with an effective date of July 6, 2015 and a rate of pay at \$32.93. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Ms. Walker – Yes. The Chair declared the Motion passed.

### **Consider Tax Deeding of delinquent properties**

Mr. Mulholland stated they would like to act quickly on 1 Pinecrest Circle. He explained it is an abandoned mobile home. He stated there is an agreement signed by OTHC to pay the taxes owed for the amount of \$3,556.00.

The Chair asked Ms. Rogers if she had any questions, comments or concerns. Ms. Rogers stated she believes the owners of the property were already evicted and doesn't have any other comments.

Motion. Mr. Gryval moved to executive a tax deed for a mobile home located at 1 PineCrest Circle. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Ms. Walker – Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to enter into an agreement with Old Town Home Co-op to take over the mobile home. Ms. Walker seconded the Motion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Ms. Walker – Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to sell the mobile home on 1 Pinecrest Circle in accordance with the agreement with the Old Town Homeowners Co-op. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Ms. Walker – Yes. The Chair declared the Motion passed.

Mr. Mulholland stated they have 14 Woodlawn Drive. He stated they have tried contacting the property owner and asked them to come before the Board but they choose not to do so. He stated they haven't requested a payment plan. Ms. Rogers stated she hasn't had any more contact from the owner so she thinks they have just given up.

Motion. Mr. Gryval made a motion to tax deed the mobile home at 14 Woodlawn Drive. Ms. Walker seconded the Motion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Ms. Walker – Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to enter into the same agreement with Old Town Homeowners Co-op in regards to the 14 Woodlawn Dr. mobile home. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Ms. Walker – Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to sell the mobile home at 14 Woodlawn Drive in accordance with the agreement with the Old Town Homeowners Co-op. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Ms. Walker – Yes. The Chair declared the Motion passed.

**Discuss long term budget strategy (2017, 2018).**

The Select Board determined to wait until Mr. Tardiff is present at the meeting.

The Chair stated taxes in the town are going crazy and they have been trying to do what they can to keep them as low as possible. He stated they gave the direction this year not to impact the taxes on the municipal side. He stated he realizes this will continue to make it hard on all the departments but it will also be difficult on the residents.

**Review and approve Construction Management contract with Milestone Engineering for the Community Center Project.**

Mr. Mulholland stated they have gone back and forth and have negotiated the price down to \$83,000. He stated Milestone has a good reputation, does a lot of work of this type, and will be managing the project. He stated Milestone will do the bids and will take the risks.

Motion. Mr. Gryval made a motion to approve the Construction Management contract with Milestone Engineering for the Community Center project and authorize the Town Administrator to sign it. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Ms. Walker – Yes. The Chair declared the Motion passed.

**Approve lease agreement for police vehicle.**

The Chair asked who will be picking up the vehicle because the paperwork says someone has to inspect it. Chief Paquette stated he will be picking up the vehicle.

The Chair stated Mr. Tardiff is concerned about the use of the vehicle and thinks it would be better to have an additional four wheel vehicle on the road all the time. Chief Paquette stated they can use it in the wintertime for what they need it for. He stated if they keep the rotation going it will keep the mileage down. He stated they will be patrolling with it but it will still be low profile.

Motion. Ms. Walker made a motion to approve the resolution as written in the agreement and authorize Chairman Gryval to sign it. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Ms. Walker – Yes. The Chair declared the Motion passed.

**TOWN ADMINISTRATOR’S REPORT**

**Status report proposed new Community Center facility at the Whitten Street Park.**

Mr. Mulholland stated they are a couple of weeks behind on the project.

**Change employee status to temporary employee**

Motion. Ms. Walker made a motion to have Alicia O’Rourke’s employment status to be changed to temporary. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Ms. Walker – Yes. The Chair declared the Motion passed.

**Ratify Consent Calendar: July 6th, 2015**

Motion. Mr. Gryval made a motion to ratify the Consent Calendar for July 6, 2015. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Ms. Walker – Yes. The Chair declared the Motion passed.

**Review Minutes: May 18th, 2015, June 15th, 2015 and June 22nd, 2015**

Motion. Mr. Gryval made a motion to approve the meeting minutes of May 18, 2015, June 15, 2015, and June 22, 2015. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Ms. Walker – Yes. The Chair declared the Motion passed.

### **Approve Payroll and Accounts Payable Manifests: o Payroll: 062515**

Motion. Mr. Gryval made a motion to approve the Payroll and Accounts Payable manifest for June 25, 2015. Ms. Walker seconded Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Ms. Walker – Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to approve the Accounts Payable manifest for June 24, 2015 and July 1, 2015. Ms. Walker seconded the Motion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Ms. Walker – Yes. The Chair declared the Motion passed.

### **Discussion of hiring a new Deputy Tax Collector**

The Chair stated he did have a chance to speak with Ms. Rogers and she asked to postpone her non-public until Mr. Tardiff is present so there is a full board.

Ms. Rogers stated she would like to start advertising for the Deputy position. She stated she also has some time for vacation coming up which she doesn't expect to have anyone trained to cover her. The Chair agreed the sooner the better to hire someone. He stated he doesn't want to make a decision without a full board present.

Ms. Rogers asked if they want to get rid of the deputy position. The Chair stated he thinks everything is on the table right now. Ms. Rogers asked if there is a way for the Select Board to meet sooner than the next meeting once Mr. Tardiff gets back. The Chair stated he would ask Mr. Tardiff but he doesn't know if they can.

### **Non-Public Session II in accordance with the provisions of RSA 91-A:3,II(a).**

Motion. Ms. Walker made a motion to go into non-public session I in accordance with the provisions of RSA 910A:3,II(a) at 6:52pm. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Ms. Walker – Yes. The Chair declared the Motion passed.

Motion. Ms. Walker made a motion to go back into public session at 7:15pm. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Ms. Walker – Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to seal the previous set of non-public minutes as it may adversely affect the person other than a member the Board. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Ms. Walker – Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to adjourn. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Ms. Walker – Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 7:23 pm.

TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

July 6, 2015

**Signature Page**

<b>Original Approval:</b>	
	07/20/2015
JEFFREY GRYVAL, Chair	DATE
	07/20/2015
JASON TARDIFF, Member	DATE
	07/13/2015
KATE WALKER, Member	DATE

<b>Amendment Approvals:</b>		
<b>Amendment Description:</b>	<b>Approval:</b>	<b>Date:</b>
	JEFFREY GRYVAL, Chair	DATE
	JASON TARDIFF, Member	DATE
	KATE WALKER, Member	DATE



# Signature Certificate

 Document Reference: SFD4FNJZ5LPULFS4FFFBUH

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Easy Online Document Signing



**Kate Walker**  
Party ID: 55GYKJJH9K38HSNGKRUCVA  
IP Address: 65.175.133.144  
**VERIFIED EMAIL:** kwalker@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

0a5052ed06c1663de4787cb529fa736ff7f47628

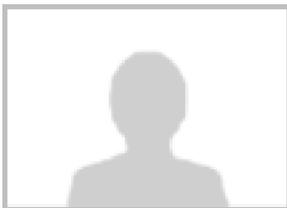


**Jason Tardiff**  
Party ID: VFXUJNJJ658RWT7ALNPREK  
IP Address: 173.9.43.198  
**VERIFIED EMAIL:** jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

bb2571da7ff4f4f78549b26943b04ab9610d9cc7



**Jeffrey Gryval**  
Party ID: Z33RKRINE5SPS2WKJJRFVX  
IP Address: 104.129.196.109  
**VERIFIED EMAIL:** jgryval@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

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## Timestamp

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2015-07-20 06:45:22 -0700  
2015-07-13 07:08:11 -0700  
2015-07-13 05:39:16 -0700  
2015-07-13 05:38:58 -0700

## Audit

All parties have signed document. Signed copies sent to: Kate Walker, Jason Tardiff, Jeffrey Gryval, and Shaun Mulholland.  
Document signed by Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 173.9.43.198  
Document viewed by Jason Tardiff (jtardiff@allentownnh.gov). - 173.9.43.198  
Document signed by Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 104.129.196.109  
Document viewed by Jeffrey Gryval (jgryval@allentownnh.gov). - 104.129.196.109  
Document signed by Kate Walker (kwalker@allentownnh.gov) with drawn signature. - 65.175.133.144  
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